

233-17 sheet 1 of 4



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Dept. of Public Safety Drivers Services Division 959 E. Confederate Avenue Atlanta, Georgia 30371	Application Number 74-74-A	
Application Number		Date Received MAR 1 1982	Date Completed MAR 17 1982
2. Person to Contact D.B. Deborah Bowen		Working Title DR. Supervisor	Telephone Number 656-6059
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>74-74-A</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1937- Present		5. Records Series Title (followed by title used in office; if different) Drivers Records File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Uniform Division is responsible for the patrol of streets & highways to insure the safety of lives & property; the investigation of motor vehicle accidents and the computation of related statistics; the licensing of citizens to operate motor vehicles and the suspending or revoking of licenses; and the supervision of motor vehicle inspection records and the distribution of motor vehicle inspection stickers and other related documents. The Division must be available when called upon in the event of civil disorders or natural disasters and is responsible for the safety of the Governor of the State of Georgia and his family.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Maintaining Individual's Driving Records Included are: See next page. File is arranged:			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-------------------------|-----------------------------------|--------------|
| a. State Law | <u>Permanent</u> years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

74-74-A, 5/17/82
sheet 2 of 4

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	22 Feb. 82	<i>[Signature]</i> CRM	2/15/82
State Records Committee (Signature)			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
		<i>[Signature]</i>	3-15-82
		Secretary of State/Designee	Date
		<i>[Signature]</i>	3-15-82
		Attorney General/Designee	Date
		<i>[Signature]</i>	3-15-82

DLB-26 (Application for Drivers License)	SR-42 (Suspension of Tag, Tag Receipt and License)
Eye Referral Form	SR-30 (Hearing Schedule)
GSP-32 (Georgia State Patrol Citation)	SR-10A (License Pickup Order)
GSP-40 (Notice of Conviction)	SR-47 (Request for Recertification)
Drivers License Receipt	SR-48 (Results of Recertification)
Medical Statements	SR-63 (Order of Re-examination)
Out-of-State Convictions	SR-70 (Order for Re-examination after Revocation)
SR-44 (Notice of Revocation)	SR-15 (Implied Consent Affidavit)
SR-46 (Notice of Suspension)	SR-73 (Implied Consent Hearing Schedule)
SR-45 (Notice of Cancellation)	SR-22 (Proof of Financial Responsibility)
SR-60 (Status Letter)	SR-25 (Proof of Financial Responsibility)
SR-64 (Notice of Insurance Cancellation)	
SR-33 (Permanent Hearing Schedule)	
SR-26 (Proof of Financial Responsibility)	
SR-77 (Court Certification of Status)	

Microfilm : The file is arranged by image number within roll number, accessible for computer furnished information.

Number 25

Paper : Upon receipt of documents, create two microfilm copies (reference and vital records) then; place information in computer; then; hold in CFA one month or until verified on computer, whichever is later; then destroy the originals itemized in number 11, except that citations with no points will be destroyed.

Microfilm : (a) Reference copy-hold in CFA until suspended, obsolete or no longer needed for reference; then destroy.
(b) Vital Records copy; transfer to State Records Center, hold 60 years, then destroy.

Computer Tape : Hold in CFA until suspended, obsolete or no longer needed for reference, then erase and re-use.

Microfiche Master : Hold in CFA 6 Months; then transfer to SRC for 20 years; then destroy. See attached sheet for list of reports.

Microfiche Copies : Hold in CFA until no longer need for reference then destroy.

(✓) Concur () Nonconcur

Capt ME Hyde
Director Drivers Support Div.

Sheet 4 of 4
74-74A 5/17/82

The following reports are routinely produced from the computer data included in the Drivers Records file:

PSDR9500COMT Update (copy of any addition, change, or delete made to computer file)

PSDR9500HUMT Habitual violator official notice of revocation

PSDR9028TIMICRO Changes and deletes (year to date)

PSDR2150TIMICRO No fault